

DIGITAL DOCUMENTS SUBMISSION GUIDELINES

Hamilton County Department of Building Inspections, Room 803 County Administration Building, (513) 946-4550

I. SUBMISSION MEDIA

All the Digital Files should be located in a Single Directory or Folder in the media. Compressed files should be PkZip compatible and expand to a single Directory or Folder. Acceptable media will include floppy disks, CD-ROM's.

II. DIGITAL FILE FORMATS AND COMPATIBILITY

All submitted Digital Files should be in PC Compatible file formats. Each submitted Digital File represents a single Drawing Sheet/Plan or document of your project. It should contain all relevant information. It should not be linked to other external files. (For example: X-Refs in CAD drawings are currently not acceptable.)

All layers in CAD files should be properly organized and named so that their function can be easily identified by the Plan Reviewers.

Acceptable file formats include AutoCAD, DWG format, DXF format, Intergraph Microstation formats, ASCII Text files, TIFF Group IV files, JPEG, GIF, PDF, document files like Microsoft Word and Corel WordPerfect.

III. SUBMISSION REQUIREMENTS

The Digital Document submittal process is automated to a great degree and it is very important that the requirements requested below be adhered to accurately.

Two types of submissions are considered:

1. Submitting new documents for the very first time.
2. Providing revised documents to submitted documents.

IV. SUBMITTING NEW DOCUMENTS

Important requirement for new Digital Document submission: An ASCII Text File called "Submittal.txt" should be provided. This file will include a listing of all Digital Documents submitted in a format specified below.

Each digital file is considered as representing an individual Document or Drawing/Sheet of your project.

Example of a Submittal.txt:

SITE, C-1, Site Plan with Easements, SitePlan.dwg
ARCH, A-1, First Floor Plan, Ffplan.dwg
MECH, M-1, HVAC Plan - First Floor, Mech.dwg
ELEC, E-1, Electrical plan, Elec.dwg
SPEC, S-1, Building Specifications, Spec.doc

(Please use the sheet index shown on the drawings.)

Components of the Description Line:

DOCUMENT TYPE

CHARACTERS: 4

SHEET INDEX

MAXIMUM CHARACTERS ALLOWED: 30

Provide an appropriate **UNIQUE** sheet number or index identifier for the drawing or document. The indexing should be based on an orderly organization of all the submitted documents for your project.

- Note: This Sheet Index will be used as the KEY Field when you submit revisions to the Documents.
- Include an Index Sheet in a separate file if the submittal is extensive.

SHEET DESCRIPTION

MAXIMUM CHARACTERS ALLOWED: 200

Provide a brief and succinct description of the contents of the drawing or document.

- Do not use commas in your description

FILE NAME

MAXIMUM CHARACTERS ALLOWED: 50

- Provide the File Name of the document or drawing
- The File Name should have a three character file extension indicating the format type
- Do not include any path information in the File Name

SUBMITTING REVISED DOCUMENTS

Important requirements for revised Digital Document submission: An ASCII Text File called "Version.txt" should be provided. This file will include only the listing of all the revised Digital Documents submitted in a format specified below.

Each digital file is considered as representing an individual Document or Drawing/Sheet of your Project.

Each line of the "Version.txt" text file will include a description of a particular revised digital file. The description line is made up of three components. Each component of the Description Line should be separated by a comma as shown below.

[Sheet Index],[Revision Comments/Date],[File name]

Example of a Version.txt:

C-1, Revised Driveway Location 09/25/98, SitePlan.dwg

A-1, Updated Stairway 09/20/98, Ffplan.dwg

M-1, Revised - 09/22/98, Mech.dwg

Components of the Description Line:

SHEET INDEX

MAXIMUM CHARACTERS ALLOWED: 30

- Use the EXACT **UNIQUE** sheet number or index identifier that was assigned by you to the original submitted document. Revised documents will be associated to the original document based on this INDEX, so it is important that the match be exact.

REVISION COMMENTS/DATE

MAXIMUM CHARACTERS ALLOWED: 200

Provide a brief and succinct description of the revision, or just the revision date.

- Do not use commas in your description.

FILE NAME

MAXIMUM CHARACTERS ALLOWED: 50

- Provide the File Name of the document or drawing
- The File Name should have a three characters file extension indicating the format type
- Do not include any path information in the File Name

Document Types to be used:

INDX	Index Sheets
SITE	All Site Plans
ARCH	Architectural Plans
STRU	Structural Plans
MECH	Mechanical Plans
PLUM	Plumbing Plans
ELEC	Electrical Plans
DEMO	Demolition Plans
FIRE	Fire Protection Plans
CONC	Construction Details & Plans
SPEC	Specification Documents
MISC	Miscellaneous Docs. & Plans